

Absence

Absence:

• Military Days

Employee

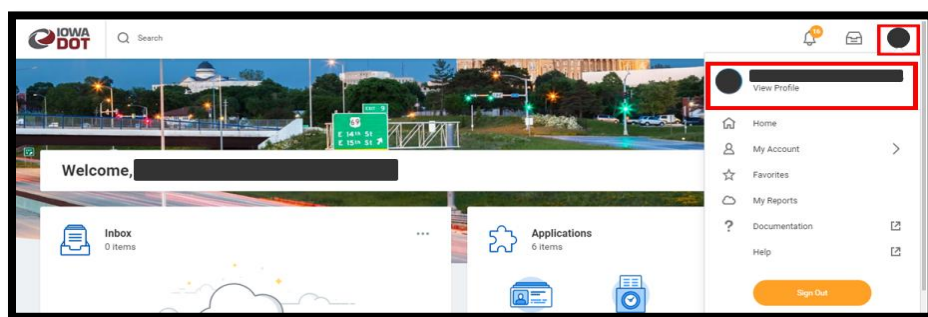
PLACING AN EMPLOYEE ON MILITARY DAY(S)



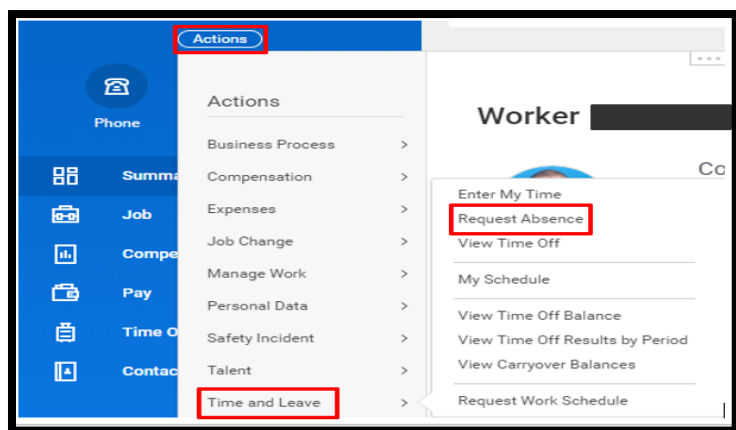
Note: Every employee gets 30 days paid military every year on January 1st. The first 30 days gone for military will be paid.

From the **Home** page:

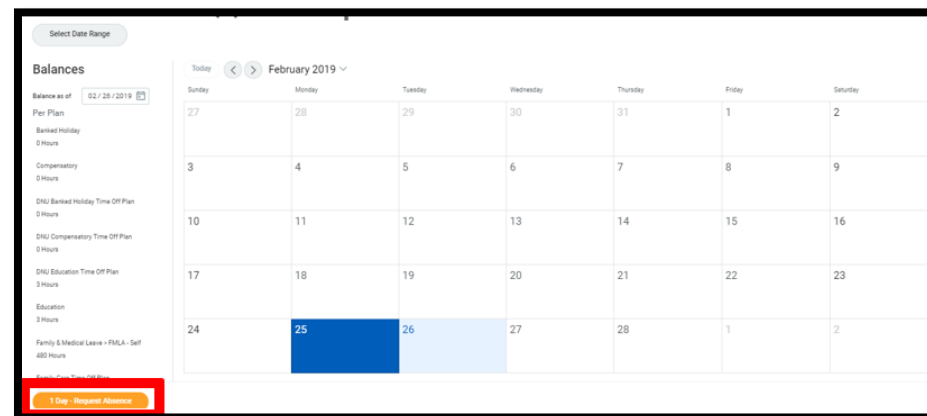
1. Click on your **photo** in the upper right-hand corner and select **View Profile**.




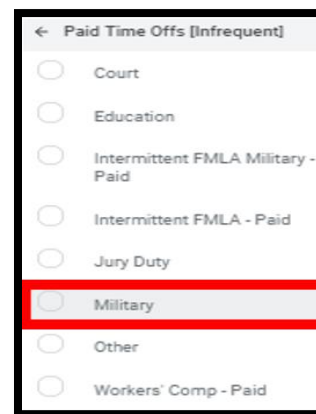
2. Click the **Actions** Button just below your photo. Then click on **Time and Leave** > **Enter Absence**.



3. Select **Date(s)** and **Request Absence**.



4. Click on  in the **Type** field > **Paid Time Offs [Infrequent]** > **Military**. Then click **Next**.



5. Review the information and **Edit Quantity per Day** to adjust the hours to the normal hours worked on that day.



Note: Even if you are gone for a couple hours, then you will still get paid for the full day through military day(s).

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6. After reviewing the information, then click **Submit**.
7. Then you will need to send your manager a copy of the Orders to attach to the request. Otherwise, your manager may send it back to you to attach them.
8. Once your manager approves this, then it will route to HR Partner to review & approve.
9. It will look like below when complete.



You have successfully entered a request Military Day(s) in Absence. If you have questions, then please reach out to your HR Partner or manager.



Note: If you have used all 30 days, then please work with your HR Partner with Military Days or Military Leave.